



JOB DESCRIPTION

Position Title: **Technician**

Working Title: **GIS Technician**

Class Code: 5604

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

To assist and support County Departments with conversion of data to the County's GIS Database.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists with GIS data conversion to County standards. Interprets data from various sources and formats and converts to GIS database.

Conducts analysis of data to produce customer land use maps and to merge data to County base map.

Maintains data dictionary, and training documentation for various user groups.

Takes paper data and creates data for comparison and updating of existing database. Compares existing data to new data for accuracy of information and proper formats.

Performs data analysis and produces reports, maps for presentations. Creates hard copy of all map products as necessary for user groups.

Responds to user questions and requests for service as required. Assists with training end users on GIS software programs and features.

Performs maintenance on the GIS system by reviewing working file systems and updating as required. Performs minor maintenance on equipment and cleans plotters and printers as necessary.

Provides assistance to end-users and participates on project teams where end users need technical assistance on GIS processes and data conversion.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

General knowledge of computers systems is required. Knowledge of Micro Soft Word and Excel is highly desirable. Knowledge of ERIS GIS software programs is highly desirable.

Ability to operate GIS software in a production environment is required. Ability to communicate effectively both orally and in writing.

Associates' Degree in a technical field and one (1) year experience working in a GIS production environment. Experience with the use of Arc View and Arc Info software programs is highly desirable.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work performed by this position is typically done in a normal office environment, sitting at a desk or a GIS workstation. This position would have regular exposure to radiant or electrical energy. The incumbent in this position would use tools requiring high manual dexterity. This position requires the incumbent to distinguish colors and/or depth perception as part of normal job duties.